INTERNET FORM NLRB-502 (2-08)

UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

		FORM EXEMPT UNDER 44 U.S.C.
	DO NOT WE	RITE IN THIS SPACE
Case No.		Date Filed

	ION			L			
INSTRUCTIONS: Submit an original of this Petition to the	NLRB Regio	nal Offic	e in the Region	in which t	he employer c	oncerned i	s located.
The Petitioner alleges that the following circumstances exist and	requests that	the NLR	B proceed unde	r its proper	authority pursu	ant to Secti	on 9 of the NLRA.
1. PURPOSE OF THIS PETITION (if box RC, RM, or RD is checked statement following the description of the type of petition shall in RC-CERTIFICATION OF REPRESENTATIVE - A substained petitioner desires to be certified as representative of the expresentative of the expresentative of the expresentative of the expresentative of employees of Petitioner. RD-DECERTIFICATION (EMPLOYER PETITION) - One representative is no longer their representative. UD-WITHDRAWAL OF UNION SHOP AUTHORITY (RECOvered by an agreement between their employer and a sucception of the expresentative is no longer their employer and a sucception of the expresentative. UC-UNIT CLARIFICATION - A labor organization is curred (Check one) In unit not previously certified. In AC-AMENDMENT OF CERTIFICATION - Petitioner seeks.	ot be deemed Mial number of Imployees. Or more indivicative TIVE) - A substitute MOVAL OF Observation abor organizate on unit previousis a amendment of	made.) (O f smploye duals or la stantial in BLIGATIO ion desire d by Empl ly certified	check One) es wish to be re bor organizations amber of employ N TO PAY DUE: that such author over, but Patition in Case No.	presented have prese vees assert) - Thirty p by be rescin er seeks cl	for purposes of o ented a claim to that the certific ercent (30%) or ded,	collective base Pelitioner to ad or current more of emp	rgaining by Petitioner and be recognized as the ntly recognized bargaining ployees in a bargaining unit
2 Name of Employer	Employer Re	presentati	ve to contact			Tel No.	
ExxonMobil	Dennis G	3ay - H	R Manager_			281-83	34-1007
3, Address(es) of Establishment(s) involved (Street and number, of	ity, State, ZIP	code)				Fax No.	4 1702
5000 Bayway Drive, Baytown, TX 77520			h Idani'i arinai	and and and and			94-1783 932-514-8666
4a. Type of Establishment (Factory, mine, wholesaler, etc.)		- 1	b, idenlify princip	sai product	DI SOLAIGE		
Refinery			Petroleum			L	ennis.s.gay@exxonmobil.com
5. Unit Involved (In UC petition, describe present bargaining unit	and attach des	cription of	proposed clarific	ation.)			er of Employees in Unit 28
Included Office Clerical employees employed at its Baytown Refinery						Present Proposed	(By UC/AC)
Excluded Confidential employees, guards, watchmen and supervisors as defined by the Act.					6b. Is this petition supported by 30% or more of the employees in the unit?*		
(If you have checked box RC in 1 above, check and complete EIT	HER item 7e o	or 76, which	hever is applicat	ie)		'Not applica	bis in RM, UC, and AC
7a. Request for recognition as Bargaining Representative a recognition on or about (Date)	was made on (· · —	ply received, so	tinte)			and Employer declined
76. Petitioner is currently recognized as Bargaining Repres	entative and d						
8. Name of Recognized or Certified Bargaining Agent (Minone, so	state.)				Affiliation		
Baytown Employees Federation Local of USW Local 13-2001	Office Clerical	Unit_			L		
Address	Office Clerical	Unit	Tel. No.	004	Date of Reco	onition or Ce	ertification 8/27/56
	Office Clerical	Unit	Tel. No. 281-427-11 Cell No.	024	Date of Reco		ertification 8/27/56 e-Mail uswlocal13-2001.com
Address 311 S. Highway 146 Baylown, TX 77520 9. Expiration Date of Current Contract. If any (Month. Day. Year)		1D. If you	281-427-10 Cell No.	x UD in 1 g	Fax No 281-427-	0629 the date of	e-Mail uswlocal13-2001.com
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WILLFUL FALSE STATEMENTS ON THIS PETITION CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001)

PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 er seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing unfair labor practice and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary; however, failure to supply the information will cause the NLRB to decline to invoke its processes.

NATIONAL LABOR RE REGION 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

Agency Website: www.nlrb.gov Telephone: (817)978-2921 Fax: (817)978-2928

November 19, 2012

DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123

Re: ExxonMobil

Case 16-RD-093415

DEAR MR. GAY:

Enclosed is a copy of a petition that (b) (6), (b) (7)(C) filed with the National Labor Relations Board (NLRB) seeking to decertify BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT as the collective-bargaining representative of certain of your employees. This letter tells you how to contact the Board agent who will be handling this matter, explains your right to be represented, requests that you provide certain information, notifies you of a hearing, requests that you post notices, and discusses some of our procedures including how to submit documents to the NLRB.

<u>Investigator</u>: This petition will be investigated by Field Examiner ALEX HERNANDEZ whose telephone number is (713) 209-4881. The mailing address for the Board agent is National Labor Relations Board, Region 16, 1919 SMITH ST STE 1545, HOUSTON, TX 77002-8051. The Board agent will contact you shortly to discuss processing the petition. If you have any questions, please do not hesitate to call the Board agent. If the agent is not available, you may contact Resident Officer NADINE LITTLES whose telephone number is (713) 209-4883.

Immediately upon receipt of the petition, the NLRB conducts an impartial investigation to determine if the NLRB has jurisdiction, if the petition is timely and properly filed, if the showing of interest is adequate, and if there are any other interested parties to the proceeding or other circumstances bearing on the question concerning representation. If appropriate, the NLRB then attempts to schedule an election either by agreement of the parties or by holding a hearing and then directing an election.

<u>Right to Representation</u>: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing Form NLRB-4701, Notice of Appearance. This form is available on our website, www.nlrb.gov, or at the Regional office upon your request.

If someone contacts you about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the NLRB. Their knowledge regarding this matter was only obtained through access to

ExxonMobil Case 16-RD-093415

information that must be made available to any member of the public under the Freedom of Information Act.

Requested Information:

Information Needed Immediately: To process the petition in this matter, we need certain information from you. Accordingly, please submit to this office, as soon as possible, the following information:

- (a) The correct name of your organization;
- (b) A copy of any existing or recently expired collective-bargaining agreements, and any addenda or extensions, or any recognition agreements covering any of your employees in the unit involved in the petition (the petitioned-for unit);
- (c) The name and contact information for any other labor organization (union) claiming to represent any of the employees in the petitioned-for unit;
- (d) Your position as to the appropriateness of the petitioned-for unit;
- (e) A completed commerce questionnaire (form enclosed) to enable us to determine whether the NLRB has jurisdiction in this matter;
- (f) If potential voters will need notices or ballots translated into a language other than English, the names of those languages and dialects, if any; and
- (g) An alphabetized list of employees in the petitioned-for unit, with their job classifications, for the payroll period immediately before the date of this petition. This list will be used to resolve possible eligibility and unit questions as well as to determine the adequacy of the Petitioner's showing of interest. If such a list is not submitted promptly, any later submission and request for an evaluation of the Petitioner's showing of interest will be considered untimely and no check of the showing of interest will be conducted absent unusual circumstances.

Information Needed Later: If an election is agreed to or directed in this matter, the Employer must file with this office an alphabetized list of the full names and addresses of all eligible voters. We will then make the list available to all parties to the election. The list must be furnished within 7 days of the direction of, or agreement to, an election. I am advising you of this requirement now, so that you will have ample time to prepare this list.

Notice of Hearing: Enclosed is a Notice of Hearing to be conducted on November 29, 2012 if the parties do not voluntarily agree to an election. If a hearing is necessary, it is expected to run on consecutive days until concluded. The enclosed Form NLRB-4339 provides information about rescheduling the hearing. Requests for postponement of the hearing to a date more than 14 days after the petition was filed will normally not be granted absent extraordinary circumstances.

<u>Posting Notices</u>: The NLRB believes that employees should have information about their rights while a representation petition is pending; and employers and labor organizations should be apprised of their responsibilities to refrain from conduct which could interfere with

employees' freedom of choice in an election. Accordingly, please immediately post the enclosed Notice to Employees (Form 5492) in conspicuous places in areas where employees in the petitioned-for unit work. Additional copies of the Notice to Employees are available for posting if you need them.

<u>Procedures:</u> We strongly urge everyone to submit all documents and other materials (except unfair labor practice charges and representation petitions) by E-Filing (not e-mailing) through our website, www.nlrb.gov. However, the NLRB will continue to accept timely filed paper documents. On all your correspondence regarding the petition, please include the case name and number indicated above.

Information about the NLRB, the procedures we follow in representation cases, and our customer service standards is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

MARTHA KINARD Regional Director

Marche Kinard

Enclosures

- 1. Notice of Hearing
- 2. Notice Regarding Representation Cases (Form 4339)
- 3. Statement of Standard Procedures in Formal Hearings (Form 4669)
- 4. Commerce Questionnaire
- 5. Notice to Employees (Form 5492)
- 6. Copy of Petition

Revised 3/21/2011	NATIONAL LABOR RELA	TIONS BOARD		
	JESTIONNAIRE ON COMMER			
Please read carefully, answer all applicable ite CASE NAME	ms, and return to the NERB Office. If addition	onal space is required, please add a pag	CASE NUMBER	
ExxonMobil 16-RD-093415				
1. EXACT LEGAL TITLE OF ENTITY	(As filed with State and/or stated in legal	documents forming entity)	10 122 070 120	
	-			
2 TYPE OF ENTITY				
2. TYPE OF ENTITY [] CORPORATION [] LLC [] I	.LP [] PARTNERSHIP [] SOLI	E PROPRIETORSHIP [] OTHE	R (Specify)	
3. IF A CORPORATION or LLC	LF [] FARINERSHIF [] SOLI	E PROPRIETORSHIP [] OTHE	K (Specify)	
A. STATE OF INCORPORATION	B. NAME, ADDRESS, AND RELATIO	NSHIP (e.g. parent, subsidiary) OF A	LL RELATED ENTITIES	
OR FORMATION				
4. IF AN LLC OR ANY TYPE OF PART	NERSHIP FULL NAME AND ADDRE	ESS OF ALL MEMBERS OR PART	NERS	
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6. BRIEFLY DESCRIBE THE NATURE	LOF YOUR OPERATIONS (Products no	analea or manufacturea, or nature of s	ervices performea).	
7. A. PRINCIPAL LOCATION:	B. BRANCH LO	CATIONS:		
8. NUMBER OF PEOPLE PRESENTLY	EMPLOYED			
A. Total:	B. At the address involved in this n	natter:		
9. DURING THE MOST RECENT (Che	ck appropriate box): [] CALENDAR YI	R [] 12 MONTHS or [] FISCA	L YR (FY dates	
A Didamanath and a sale dia			YES NO	
A. Did you provide services valued in	excess of \$50,000 directly to customer	rs outside your State? If no, indica		
\$			ite actual value.	
B. If you answered no to 9A, did you p		50,000 to customers in your State	te actual value. who purchased goods	
B. If you answered no to 9A, did you p valued in excess of \$50,000 from dis	rovide services valued in excess of \$: rectly outside your State? If no, indic	50,000 to customers in your State value of any such service	who purchased goods es you provided.	
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PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary. However, failure to supply the information may cause the NLRB to refuse to process any further a representation or unfair labor practice case, or may cause the NLRB to issue you a subpoena and seek enforcement of the subpoena in federal court.

UNITED STATES OF AMERICA

BEFORE THE NATIONAL LABOR RELATIONS BOARD

Case 16-RD-093415
ed November 19, 2012, and Notice of Representation 4669 attached.
abor Relations Board, being duly sworn, say that titled document(s) by facsimile and regular mail at the following addresses:
BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257
Cynthia Davis, Designated Agent of NLRB Name Cynthia Davis

Signature



UNITED STATES OF AMERICA BEFORE THE NATIONAL LABOR RELATIONS BOARD REGION 16



EXXONMOBIL

Employer

and

(b) (6), (b) (7)(C)

Petitioner

and

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT

Union

Case 16-RD-093415

NOTICE OF REPRESENTATION HEARING

The Petitioner filed the attached petition pursuant to Section 9(c) of the National Labor Relations Act. It appears that a question affecting commerce exists as to whether the employees in the unit described in the petition wish to be represented by a collective-bargaining representative as defined in Section 9(a) of the Act.

YOU ARE HEREBY NOTIFIED that, pursuant to Sections 3(b) and 9(c) of the Act, at 9:00 a.m. on **November 29, 2012** and on consecutive days thereafter until concluded, at the National Labor Relations Board offices located at NLRB Courtroom, 1919 Smith Street, Ste. 1545, Houston, TX 77002, a hearing will be conducted before a hearing officer of the National Labor Relations Board. At the hearing, the parties will have the right to appear in person or otherwise, and give testimony. Form NLRB-4669, *Statement of Standard Procedures in Formal Hearings Held Before The National Labor Relations Board Pursuant to Petitions Filed Under Section 9 of The National Labor Relations Act*, is attached.

Dated: November 19, 2012

MARTHA KINARD, Director National Labor Relations Board Region 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

NOTICE REGARDING REPRESENTATION CASE HEARINGS

Case 16-RD-093415

Hearing Cancellation Based on Agreement of Parties: The issuance of the Notice of Hearing in this case does not mean that the matter cannot be resolved by agreement of the parties. On the contrary, the NLRB encourages prompt voluntary adjustments. The Board agent assigned to the case will be pleased to receive and to act promptly upon your suggestions or comments to this end. An agreement between the parties, approved by me, will cancel the hearing.

Postponement of the Hearing: Postponement of the hearing *will not be granted* unless good and sufficient grounds are shown *and* the following requirements are met:

- (1) The request must be in writing and be filed with the Regional Director;
- (2) Copies of the request must be simultaneously served on all other parties, and that fact must be noted on the request;
- (3) Absent extraordinary circumstances, the request must be received no later than 24 hours before the hearing is scheduled to begin;
- (4) Requests for postponement of the hearing to a date more than 14 days after the petition was filed will normally not be granted absent extraordinary circumstances;
- (5) Grounds must be set forth in *detail*, e.g., the unavailability of counsel and all other counsel in the law firm due to previously scheduled federal court or other U.S. Agency hearings or trials:
- (6) Alternative dates for any rescheduled hearing must be given; and
- (7) The positions of all other parties regarding the postponement and alternative hearing dates must be ascertained in advance by the requesting party and set forth in the request.

Approval of a postponement request may be conditioned upon one or more of the following:

- (1) The agreement of all parties to participate at a conference to be held at the Regional Office at least one full day before the rescheduled hearing date;
- (2) Agreement by the requestor that extensions of time for filing of briefs will not be sought or granted; and/or
- (3) The requestor's execution of stipulations on matters not in dispute, e.g., jurisdiction, labor organization status, appropriate unit.

Consecutive Days of Hearing: Once opened, it is expected the hearing will continue on consecutive business days until concluded.

DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123

(b) (6), (b) (7)(C)

5000 BAYWAY DR BAYTOWN, TX 77520-2123

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257 NATIONAL LABOR RE
REGION 16
819 TAYLOR ST
RM 8A24
FORT WORTH, TX 76102-6107

Agency Website: www.nlrb.gov Telephone: (817)978-2921 Fax: (817)978-2928

November 19, 2012

(b) (6), (b) (7)(C) 5000 BAYWAY DR BAYTOWN, TX 77520-2123

Re: ExxonMobil

Case 16-RD-093415

DEAR (b) (6), (b) (7)(C)

The petition that you filed with the National Labor Relations Board (NLRB) has been assigned the above case number. This letter tells you how to contact the Board agent who will be handling this matter, explains your right to be represented, requests that you provide certain information, notifies you of a hearing, and discusses some of our procedures including how to submit documents to the NLRB.

<u>Investigator</u>: This petition will be investigated by Field Examiner ALEX HERNANDEZ whose telephone number is (713) 209-4881. The mailing address for the Board agent is National Labor Relations Board, Region 16, 1919 SMITH ST STE 1545, HOUSTON, TX 77002-8051. The Board agent will contact you shortly to discuss processing the petition. If you have any questions, please do not hesitate to call the Board agent. If the agent is not available, you may contact Resident Officer NADINE LITTLES whose telephone number is (713) 209-4883.

Immediately upon receipt of the petition, the NLRB conducts an impartial investigation to determine if the NLRB has jurisdiction, if the petition is timely and properly filed, if the showing of interest is adequate, and if there are any other interested parties to the proceeding or other circumstances bearing on the question concerning representation. If appropriate, the NLRB then attempts to schedule an election either by agreement of the parties or by holding a hearing and then directing an election.

<u>Right to Representation</u>: You have the right to be represented by an attorney or other representative in any proceeding before the NLRB. In view of our policy of processing these cases expeditiously, if you wish to be represented, you should obtain representation promptly. Your representative must notify us in writing of this fact as soon as possible by completing Form NLRB-4701, Notice of Appearance. This form is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

If someone contacts you about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the NLRB. Their knowledge regarding this matter was obtained only through access to information that must be made available to any member of the public under the Freedom of Information Act.

Requested Information: To process the petition in this matter, we need certain information from you. Accordingly, please submit to this office, as soon as possible, the following information:

- (a) The correct name of the Union as stated in its constitution or bylaws.
- (b) A copy of any existing or recently expired collective-bargaining agreements, and any addenda or extensions, or any recognition agreements covering any employees in the petitioned-for unit.
- (c) If potential voters will need notices or ballots translated into a language other than English, the names of those languages and dialects, if any.
- (d) The name and address of the representative to whom we should send the election eligibility list. Absent notice to the contrary, we will send the list to the addressee of this letter at the above address.
- (e) The name and contact information for any other labor organization (union) claiming to represent any of the employees in the petitioned-for unit and for any employer who may be a joint employer of the employees in the proposed unit. Failure to disclose the existence of an interested party may delay the processing of the petition.

November 29, 2012 if the parties do not voluntarily agree to an election. If a hearing is necessary, it is expected to run on consecutive days until concluded. The enclosed Form NLRB-4339 provides information about rescheduling the hearing. Requests for postponement of the hearing to a date more than 14 days after the petition was filed will normally not be granted absent extraordinary circumstances.

Information for Employees: The NLRB believes that employees should have readily available information about their rights and the proper conduct of employee representation elections. Accordingly, we have asked the Employer to post a Notice to Employees, Form NLRB 5492, which explains employees' basic rights under the National Labor Relations Act. If you would like a copy of that Notice, please let the Board agent know. We have also prepared the pamphlet "Your Government Conducts an Election" which you or the Employer may distribute to employees. The pamphlet is available at www.nlrb.gov/news-outreach/brochures or from our office. You may reproduce copies of the Notice and the pamphlet for distribution to employees, provided they are not modified in any way.

<u>Procedures:</u> We strongly urge everyone to submit all documents and other materials (except unfair labor practice charges and representation petitions) by E-Filing (not e-mailing) through our website, www.nlrb.gov. However, the NLRB will continue to accept timely filed paper documents. On all your correspondence regarding the petition, please include the case name and number indicated above.

Information about the NLRB, the procedures we follow in representation cases, and our customer service standards is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

MARTHA KINARD Regional Director

Marcha Linard

Enclosures

- 1. Notice of Hearing
- 2. Form 4669
- 3. Form 4339



UNITED STATES OF AMERICA BEFORE THE NATIONAL LABOR RELATIONS BOARD REGION 16



EXXONMOBIL

Employer

and

(b) (6), (b) (7)(C)

Petitioner

and

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT

Union

Case 16-RD-093415

NOTICE OF REPRESENTATION HEARING

The Petitioner filed the attached petition pursuant to Section 9(c) of the National Labor Relations Act. It appears that a question affecting commerce exists as to whether the employees in the unit described in the petition wish to be represented by a collective-bargaining representative as defined in Section 9(a) of the Act.

YOU ARE HEREBY NOTIFIED that, pursuant to Sections 3(b) and 9(c) of the Act, at 9:00 a.m. on **November 29, 2012** and on consecutive days thereafter until concluded, at the National Labor Relations Board offices located at NLRB Courtroom, 1919 Smith Street, Ste. 1545, Houston, TX 77002, a hearing will be conducted before a hearing officer of the National Labor Relations Board. At the hearing, the parties will have the right to appear in person or otherwise, and give testimony. Form NLRB-4669, *Statement of Standard Procedures in Formal Hearings Held Before The National Labor Relations Board Pursuant to Petitions Filed Under Section 9 of The National Labor Relations Act*, is attached.

Dated: November 19, 2012

MARTHA KINARD, Director National Labor Relations Board Region 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

UNITED STATES OF AMERICA

BEFORE THE NATIONAL LABOR RELATIONS BOARD

EXXONMOBIL Employer	
and (b) (6), (b) (7)(C) Petitioner	Case 16-RD-093415
BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFIC CLERICAL UNIT Union	
AFFIDAVIT OF SERVICE OF: Petition da Hearing dated November 19, 2012, with Form	ated November 19, 2012, and Notice of Representation a 4669 attached.
	Labor Relations Board, being duly sworn, say that ntitled document(s) by facsimile and regular mail at the following addresses:
DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123 (b) (6), (b) (7)(C)	BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257
5000 BAYWAY DR BAYTOWN, TX 77520-2123	
November 19, 2012 Date	Cynthia Davis, Designated Agent of NLRB Name
	Cynthin Davis
	Signature

SUMMARY OF STANDARD PROCEDURES IN FORMAL HEARINGS HELD BEFORE THE NATIONAL LABOR RELATIONS BOARD PURSUANT TO PETITIONS FILED UNDER SECTION 9 OF THE NATIONAL LABOR RELATIONS ACT

The hearing will be conducted before a Hearing Officer of the National Labor Relations Board. (R CASES)

Parties may be represented by an attorney or other representative and present evidence relevant to the issues. All parties appearing before this hearing who have or whose witnesses have handicaps falling within the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and 29 C.F.R. 100.603, and who in order to participate in this hearing need appropriate auxiliary aids, as defined in 29 C.F.R. 100.603, should notify the Regional Director as soon as possible and request the necessary assistance. An official reporter will make the only official transcript of the proceedings and all citations in briefs or arguments must refer to the official record. (Copies of exhibits should be supplied to the Hearing Officer and other parties at the time the exhibit is offered in evidence.) After the close of the hearing, one or more of the parties may wish to have corrections made in the record. All such proposed corrections, either by way of stipulation or motion, should be forwarded to the Regional Director or to the Board in Washington (if the case is transferred to the Board) instead of to the Hearing Officer, inasmuch as the Hearing Officer has no power to make any rulings in connection with the case after the hearing is closed. All matter that is spoken in the hearing room will be recorded by the official reporter while the hearing is in session. In the event that any party wishes to make off-the-record remarks, requests to make such remarks should be directed to the Hearing Officer and not to the official reporter.

Statements of reasons in support of motions or objections should be as concise as possible. Objections and exceptions may, on appropriate request, be permitted to stand to an entire line of questioning. Automatic exceptions will be allowed to all adverse rulings.

All <u>motions</u> shall be in writing or, if made at the hearing, may be stated orally on the record and shall briefly state the order of relief sought and the grounds for such motion. An original and two copies of written motions shall be filed with the Hearing Officer and a copy thereof immediately shall be served on the other parties to the proceeding.

The sole objective of the Hearing Officer is to ascertain the respective positions of the parties and to obtain a full and complete factual record on which the duties under Section 9 of the National Labor Relations Act may be discharged by the Regional Director of the Board. It may become necessary for the Hearing Officer to ask questions, to call witnesses, and to explore avenues with respect to matters not raised by the parties. The services of the Hearing Officer are equally at the disposal of all parties to the proceedings in developing the material evidence.

At the close of hearing, any party who desires to file a brief may do so in the appropriate manner described below.

1. Briefs filed with the Regional Director

Unless transfer of the case to the Board is announced prior to close of hearing, the brief should be filed in duplicate with the Regional Director. A copy must also be served on each of the other parties and proof of such service must be filed with the Regional Director at the time the briefs are filed. Briefs submitted are to be double-spaced on 8 1/2 by 11 inch paper.

The briefs shall be filed within 7 days after the close of the hearing unless an extension of time, not to exceed an additional 14 days on request made for good cause, before the hearing closes, is granted by the Hearing Officer. Briefs must be filed in accordance with the provisions of Section 102.111 (b) of the Board's Rules. Facsimile transmission of briefs is not permitted.

A request for an extension of time made after the close of the hearing must be received by the Regional Director, in writing, as much in advance of the date the briefs are due as possible and copies thereof must be served on the other parties by the same or faster method as used to file with the Regional Director (see 102.114 of Board's Rules).

2. Briefs filed with the Board in Washington, DC

a. If transfer of case to the Board is announced at the hearing

Should any party desire to file a brief with the Board, eight copies thereof shall be filed with the Board in Washington, DC. Immediately on such filing, a copy shall be served on each of the other parties. Proof of such service must be filed with the Board simultaneously with the briefs. Such brief shall be printed on otherwise legibly duplicated: Provided, however, that carbon copies of typewritten matter shall not be filed and if submitted will not be accepted. No reply brief may be filed except on special leave of the Board. <u>Any brief filed after transfer of the case to the Board shall be double-spaced on 8 1/2 by 11 inch paper.</u>

The briefs shall be filed within 7 days after the close of hearing unless an extension of time, not to exceed an additional 14 days on request made for good cause, before the hearing closes, is granted by the Hearing Officer. Briefs must be filed in accordance with the provisions of Section 102.111(b) of the Board's Rules. Facsimile transmission of briefs is not permitted.

b. Transfer of cases to the Board effected after close of hearing

Pursuant to Section 102.67 of the Board's Rules, the Regional Director may, at any time after the close of hearing and before decision, transfer a case to the Board for decision. The order transferring the case will fix a date for filing briefs in Washington, DC.

If a brief has already been filed with the Regional Director, the parties may file eight copies of the same brief with the Board in the same manner as set forth in "a," above, except that service on other parties is not required. No further briefs shall be submitted except by special permission of the Board.

If the case is transferred to the Board before the time expires for filing of briefs with the Regional Director and before the parties have filed briefs, such briefs shall be filed as set forth in "a," above.

c. Request for extension of time to file briefs with the Board

A request for an extension of time to file briefs with the Board in Washington, D.C., made after the close of hearing must be received by the Executive Secretary's Office in Washington as much in advance of the date the briefs are due as possible but in any event no later than the close of business on the due date. Such request must be in writing and a copy shall be served immediately on each of the other parties and the Regional Director and shall contain a statement that such service has been made.

As provided in Section 102.114(a) and (e) of the Board's Rules and Regulations, service on all parties of a request for an extension of time shall be made in the same or faster manner as that utilized in filing the paper with the Board; however, when filing with the Board is accomplished by facsimile transmission or by personal service, the other parties shall be promptly notified of such action by facsimile transmission or by telephone, followed by service of a copy personally or by overnight delivery service.

UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

NOTICE REGARDING REPRESENTATION CASE HEARINGS

Case 16-RD-093415

Hearing Cancellation Based on Agreement of Parties: The issuance of the Notice of Hearing in this case does not mean that the matter cannot be resolved by agreement of the parties. On the contrary, the NLRB encourages prompt voluntary adjustments. The Board agent assigned to the case will be pleased to receive and to act promptly upon your suggestions or comments to this end. An agreement between the parties, approved by me, will cancel the hearing.

Postponement of the Hearing: Postponement of the hearing *will not be granted* unless good and sufficient grounds are shown *and* the following requirements are met:

- (1) The request must be in writing and be filed with the Regional Director;
- (2) Copies of the request must be simultaneously served on all other parties, and that fact must be noted on the request;
- (3) Absent extraordinary circumstances, the request must be received no later than 24 hours before the hearing is scheduled to begin;
- (4) Requests for postponement of the hearing to a date more than 14 days after the petition was filed will normally not be granted absent extraordinary circumstances;
- (5) Grounds must be set forth in *detail*, e.g., the unavailability of counsel and all other counsel in the law firm due to previously scheduled federal court or other U.S. Agency hearings or trials;
- (6) Alternative dates for any rescheduled hearing must be given; and
- (7) The positions of all other parties regarding the postponement and alternative hearing dates must be ascertained in advance by the requesting party and set forth in the request.

Approval of a postponement request may be conditioned upon one or more of the following:

- (1) The agreement of all parties to participate at a conference to be held at the Regional Office at least one full day before the rescheduled hearing date;
- (2) Agreement by the requestor that extensions of time for filing of briefs will not be sought or granted; and/or
- (3) The requestor's execution of stipulations on matters not in dispute, e.g., jurisdiction, labor organization status, appropriate unit.

Consecutive Days of Hearing: Once opened, it is expected the hearing will continue on consecutive business days until concluded.

DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123

(b) (6), (b) (7)(C)

5000 BAYWAY DR BAYTOWN, TX 77520-2123

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257



REGION 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

Agency Website: www.nlrb.gov Telephone: (817)978-2921 Fax: (817)978-2928

November 19, 2012

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257

Re: ExxonMobil

Case 16-RD-093415

DEAR SIR OR MADAM:

Enclosed is a copy of a decertification petition filed with the National Labor Relations Board (NLRB) regarding certain employees of EXXONMOBIL. This letter tells you how to contact the Board agent who will be handling this matter, explains your right to be represented, requests that you provide certain information, notifies you of a hearing, and discusses some of our procedures including how to submit documents to the NLRB.

<u>Investigator</u>: This petition will be investigated by Field Examiner ALEX HERNANDEZ whose telephone number is (713) 209-4881. The mailing address for the Board agent is National Labor Relations Board, Region 16, 1919 SMITH ST STE 1545, HOUSTON, TX 77002-8051. The Board agent will contact you shortly to discuss processing the petition. If you have any questions, please do not hesitate to call the Board agent. If the agent is not available, you may contact Resident Officer NADINE LITTLES whose telephone number is (713) 209-4883.

Immediately upon receipt of the petition, the NLRB conducts an impartial investigation to determine if the NLRB has jurisdiction, if the petition is timely and properly filed, if the showing of interest is adequate, and if there are any other interested parties to the proceeding or other circumstances bearing on the question concerning representation. If appropriate, the NLRB then attempts to schedule an election either by agreement of the parties or by holding a hearing and then directing an election.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before the NLRB. In view of our policy of processing these cases expeditiously, if you wish to be represented, you should obtain representation promptly. Your representative must notify us in writing of this fact as soon as possible by completing Form NLRB-4701, Notice of Appearance. This form is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

If someone contacts you about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the NLRB. Their knowledge regarding this matter was obtained only through access to

information that must be made available to any member of the public under the Freedom of Information Act.

Requested Information: To process the petition in this matter, we need certain information from you. Accordingly, please submit to this office, as soon as possible, the following information:

- (a) The correct name of the Union as stated in its constitution or bylaws.
- (b) A copy of any existing or recently expired collective-bargaining agreements, and any addenda or extensions, or any recognition agreements covering any employees in the petitioned-for unit.
- If potential voters will need notices or ballots translated into a language other than (c) English, the names of those languages and dialects, if any.
- The name and address of the representative to whom we should send the election (d) eligibility list. Absent notice to the contrary, we will send the list to the addressee of this letter at the above address.
- The name and contact information for any other labor organization (union) (e) claiming to represent any of the employees in the petitioned-for unit and for any employer who may be a joint employer of the employees in the proposed unit. Failure to disclose the existence of an interested party may delay the processing of the petition.

Enclosed is a Notice of Hearing to be conducted on Notice of Hearing: November 29, 2012 if the parties do not voluntarily agree to an election. If a hearing is necessary, it is expected to run on consecutive days until concluded. The enclosed Form NLRB-4339 provides information about rescheduling the hearing. Requests for rescheduling the hearing to a date more than 14 days after the petition was filed will normally not be granted absent extraordinary circumstances.

Information for Employees: The NLRB believes that employees should have readily available information about their rights and the proper conduct of employee representation elections. Accordingly, we have asked the Employer to post a Notice to Employees, Form NLRB 5492, which explains employees' basic rights under the National Labor Relations Act. If you would like a copy of that Notice, please let the Board agent know. We have also prepared the pamphlet "Your Government Conducts an Election" which you or the Employer may distribute to employees. The pamphlet is available at http://www.nlrb.gov/newsoutreach/brochures or from our office. You may reproduce copies of the Notice and the pamphlet for distribution to employees, provided they are not modified in any way.

Procedures: We strongly urge everyone to submit all documents and other materials (except unfair labor practice charges and representation petitions) by E-Filing (not e-mailing) through our website, www.nlrb.gov. However, the NLRB will continue to accept timely filed paper documents. On all your correspondence regarding the petition, please include the case name and number indicated above.

Information about the NLRB, the procedures we follow in representation cases, and our customer service standards is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

MARTHA KINARD Regional Director

Marcha Linard

Enclosures

- 1. Notice of Hearing
- 2. Form 4669
- 3. Form 4339
- 4. Petition



UNITED STATES OF AMERICA BEFORE THE NATIONAL LABOR RELATIONS BOARD REGION 16



EXXONMOBIL

Employer

and

(b) (6), (b) (7)(C)

Petitioner

and

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT

Union

Case 16-RD-093415

NOTICE OF REPRESENTATION HEARING

The Petitioner filed the attached petition pursuant to Section 9(c) of the National Labor Relations Act. It appears that a question affecting commerce exists as to whether the employees in the unit described in the petition wish to be represented by a collective-bargaining representative as defined in Section 9(a) of the Act.

YOU ARE HEREBY NOTIFIED that, pursuant to Sections 3(b) and 9(c) of the Act, at 9:00 a.m. on **November 29, 2012** and on consecutive days thereafter until concluded, at the National Labor Relations Board offices located at NLRB Courtroom, 1919 Smith Street, Ste. 1545, Houston, TX 77002, a hearing will be conducted before a hearing officer of the National Labor Relations Board. At the hearing, the parties will have the right to appear in person or otherwise, and give testimony. Form NLRB-4669, *Statement of Standard Procedures in Formal Hearings Held Before The National Labor Relations Board Pursuant to Petitions Filed Under Section 9 of The National Labor Relations Act*, is attached.

Dated: November 19, 2012

MARTHA KINARD, Director National Labor Relations Board Region 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

UNITED STATES OF AMERICA

BEFORE THE NATIONAL LABOR RELATIONS BOARD

Case 16-RD-093415
ed November 19, 2012, and Notice of Representation 4669 attached.
abor Relations Board, being duly sworn, say that titled document(s) by facsimile and regular mail at the following addresses:
BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257
Cynthia Davis, Designated Agent of NLRB Name Cynthia Davis

Signature

UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

NOTICE REGARDING REPRESENTATION CASE HEARINGS

Case 16-RD-093415

Hearing Cancellation Based on Agreement of Parties: The issuance of the Notice of Hearing in this case does not mean that the matter cannot be resolved by agreement of the parties. On the contrary, the NLRB encourages prompt voluntary adjustments. The Board agent assigned to the case will be pleased to receive and to act promptly upon your suggestions or comments to this end. An agreement between the parties, approved by me, will cancel the hearing.

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- (5) Grounds must be set forth in *detail*, e.g., the unavailability of counsel and all other counsel in the law firm due to previously scheduled federal court or other U.S. Agency hearings or trials:
- (6) Alternative dates for any rescheduled hearing must be given; and
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- (2) Agreement by the requestor that extensions of time for filing of briefs will not be sought or granted; and/or
- (3) The requestor's execution of stipulations on matters not in dispute, e.g., jurisdiction, labor organization status, appropriate unit.

Consecutive Days of Hearing: Once opened, it is expected the hearing will continue on consecutive business days until concluded.

DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123

(b) (6), (b) (7)(C)

5000 BAYWAY DR BAYTOWN, TX 77520-2123

BAYTOWN EMPLOYEES FEDERATION LOCAL OF USW LOCAL 13-2001 OFFICE CLERICAL UNIT 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257

Fowls, Regina

From: Sent: (b) (6), (b) (7)(C) @ontherecordreporting.com]

Wednesday, November 21, 2012 9:39 AM

To:

Fowls, Regina

Subject:

Re: Hearing in ExxonMobil -- Case No. 16-RD-093415

I've put this on the calendar. Thanks!

----- Original Message ----- From: <u>Fowls, Regina</u>
To: (b) (6), (b) (7)(C)

Sent: Wednesday, November 21, 2012 9:26 AM

Subject: Hearing in ExxonMobil -- Case No. 16-RD-093415

Please see the attached hearing information.

National Labor Relations Board, Region 16

Mickey Leland Federal Building 1919 Smith Street – Suite 1545 Houston, Texas 77002

Telephone No.

(713) 209-4878

Fax No.

(713) 209-4890

To:

On The Record Reporting, Inc.

FAX (512) 467-6073

From:

Regina Fowls

Date:

November 21, 2012

Pages:

1

PLEASE NOTE THE FOLLOWING HEARING ON YOUR CALENDAR.

CASE NAME:

ExxonMobil

CASE NUMBER:

16-RD-093415

DATE OF HEARING:

November 29, 2012

TIME OF HEARING:

9:00 a.m.

PLACE OF HEARING:

NLRB Courtroom, Mickey Leland Federal Building, 1919 Smith

Street, Suite 1545, Houston, Texas

CONTACT NAME AND TELEPHONE NUMBER FOR HEARING ROOM

HEARING OFFICER:

Alex Hernandez

The above hearing was canceled, please delete from your calendar.	
Please call me if you have any questions.	

Fowls, Regina Fowls, Regina From: Wednesday, November 21, 2012 9:27 AM (b) (6), (b) (7)(C) Sent: To: Hearing in ExxonMobil -- Case No. 16-RD-093415 Subject: Please see the attached hearing information. National Labor Relations Board, Region 16 Mickey Leland Federal Building 1919 Smith Street - Suite 1545 Houston, Texas 77002 Telephone No. (713) 209-4878 (713) 209-4890 Fax No. On The Record Reporting, Inc. FAX (512) 467-6073 To: From: Regina Fowls November 21, 2012 Date: 1 Pages: PLEASE NOTE THE FOLLOWING HEARING ON YOUR CALENDAR. CASE NAME: ExxonMobil CASE NUMBER: 16-RD-093415 DATE OF HEARING: November 29, 2012 TIME OF HEARING: 9:00 a.m. PLACE OF HEARING: NLRB Courtroom, Mickey Leland Federal Building, 1919 Smith Street, Suite 1545, Houston, Texas CONTACT NAME AND **TELEPHONE NUMBER** FOR HEARING ROOM **HEARING OFFICER:** Alex Hernandez The above hearing was canceled, please delete from your calendar. Please call me if you have any questions.

Fowls, Regina

From:

(b) (6), (b) (7)(C) @ontherecordreporting.com]

Sent:

Wednesday, November 28, 2012 9:57 AM

To:

Fowls, Regina

Subject:

Re: Hearing Cancellation in ExxonMobil -- Case No. 16-RD-093415

got it, Regina! Thanks.

----- Original Message ----- **From:** <u>Fowls, Regina</u> **To:** (b) (6), (b) (7)(C)

Sent: Wednesday, November 28, 2012 9:52 AM

Subject: Hearing Cancellation in ExxonMobil -- Case No. 16-RD-093415

THE HEARING IN THE SUBJECT CASE IS CANCELLED. PLEASE DELETE FROM YOUR CALENDAR. THANKS!

National Labor Relations Board, Region 16

Mickey Leland Federal Building 1919 Smith Street – Suite 1545 Houston, Texas 77002

Telephone No.

(713) 209-4878

Fax No.

(713) 209-4890

To:

On The Record Reporting, Inc.

FAX (512) 467-6073

From:

Regina Fowls

Date:

November 21, 2012

Pages:

1

PLEASE NOTE THE FOLLOWING HEARING CANCELLATION ON YOUR CALENDAR.

CASE NAME:

ExxonMobil

CASE NUMBER:

16-RD-093415

DATE OF HEARING:

November 29, 2012

TIME OF HEARING:

9:00 a.m.

PLACE OF HEARING:

NLRB Courtroom, Mickey Leland Federal Building, 1919 Smith

Street, Suite 1545, Houston, Texas

CONTACT NAME AND TELEPHONE NUMBER FOR HEARING ROOM

HEARING OFFICER:

Alex Hernandez

The above hearing was canceled, please delete from your calendar.

Please call me if you have any questions.

Fowls, Regina From: Fowls, Regina Sent: Wednesday, November 28, 2012 9:52 AM To: (b) (6), (b) (7)(C) Subject: Hearing Cancellation in ExxonMobil -- Case No. 16-RD-093415 THE HEARING IN THE SUBJECT CASE IS CANCELLED. PLEASE DELETE FROM YOUR CALENDAR. THANKS! National Labor Relations Board, Region 16 Mickey Leland Federal Building 1919 Smith Street - Suite 1545 Houston, Texas 77002 Telephone No. (713) 209-4878 Fax No. (713) 209-4890 To: On The Record Reporting, Inc. FAX (512) 467-6073 Regina Fowls From: Date: November 21, 2012 1 Pages: PLEASE NOTE THE FOLLOWING HEARING CANCELLATION ON YOUR CALENDAR. CASE NAME: ExxonMobil CASE NUMBER: 16-RD-093415 DATE OF HEARING: November 29, 2012 TIME OF HEARING: 9:00 a.m. PLACE OF HEARING: NLRB Courtroom, Mickey Leland Federal Building, 1919 Smith Street, Suite 1545, Houston, Texas CONTACT NAME AND TELEPHONE NUMBER FOR HEARING ROOM **HEARING OFFICER:** Alex Hernandez The above hearing was canceled, please delete from your calendar.

Please call me if you have any questions.

UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

REGION 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

Agency Website: www.nlrb.gov Telephone: (817)978-2921 Fax: (817)978-2928

December 6, 2012

DENNIS GAY, HR MANAGER EXXONMOBIL 5000 BAYWAY DR BAYTOWN, TX 77520-2123

Re: ExxonMobil

Case 16-RD-093415

DEAR MR. GAY:

This is to advise that on December 6, 2012, we approved without prejudice, withdrawal of the petition in the above matter and contemplate no further action in this case.

Very truly yours,

MARTHA KINARD REGIONAL DIRECTOR

cc: (b) (6), (b) (7)(C)

5000 BAYWAY DR BAYTOWN, TX 77520-2123

RICKY BROOKS, PRESIDENT/BUSINESS AGENT USW LOCAL 13-2001 311 S HIGHWAY 146 BAYTOWN, TX 77520-2257



UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

REGION 16 819 TAYLOR ST RM 8A24 FORT WORTH, TX 76102-6107

Agency Website: www.nlrb.gov Telephone: (817)978-2921 Fax: (817)978-2928

December 6, 2012

(b) (6), (b) (7)(C) 5000 BAYWAY DR BAYTOWN, TX 77520-2123

Re: ExxonMobil

Case 16-RD-093415

DEAR (b) (6), (b) (7)(C)

Enclosed is the showing of interest that you submitted in connection with the above-referenced matter.

Very truly yours,

MARTHA KINARD REGIONAL DIRECTOR

Enclosures